

Ending an Out of Home Placement

1. Select the Participant View check box and expand the Cases expando. Find the case where the Out of Home Placement requires ending.
2. Click on the yellow file folder icon next to the case name to expand all the participants and click the person icon next to the correct participant.
3. Click on the Placement icon to open all of the Out of Home Placements that exist for this child.
4. Click the blue hyperlink for the child's current open Out of Home Placement. The current open placement has a start date and no end date, and will be located under the "Open Placements" header (highlighted below). Clicking on this placement hyperlink will open the child's Out of Home Placement.

eWiSACWIS Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

Flinstone, Wilma (9222726) Actions

Juvenile Justice 02/22/2011 Corn, Conn C., Jr. Milwaukee-Site 5 123 Stoneview Rd. , Dallas, WI 54733

Active Participants

[Flinstone, Fred \(9226009\) \(None\) M Present Spouse 05/05/1974 None Actions](#)

[Flinstone, Pebbles \(9226010\) \(JJ\) F Biological Child 05/03/2005 None Actions](#)

[Flinstone, Wilma \(9226008\) \(None\) F Reference Person 04/01/1977 None Actions](#)

[Flinstone, Zeke \(9226011\) \(JJ\) M Biological Child 05/05/2006 None Actions](#)

Assets and Income

Assignment

Eligibility

Placements

Open Placements

[Out of Home Placement - Foster Home \(Level 2+\)](#)
02/27/2014 McGwire, Sally Flinstone, Zeke Milwaukee Approved

Closed Placements

[Out of Home Placement - Foster Home \(5-11 years old\)](#)
10/05/2012 02/26/2014 McGwire, Sally Flinstone, Zeke Milwaukee Conversion - Other Closed

[CANS Out of Home 10/05/2012 Flinstone, Zeke Approved](#)

[Foster Care Rate \\$1395.00](#)
10/05/2012 07/23/2013 Flinstone, Zeke Change in Certification Level Pending Closure

Planning

Services

[Flinstone, Zeke \(9226181\) \(None\) M Biological Child 10/01/2012 None Actions](#)

5. Click on the Options drop-down. Select the option of Placement Ending. Click the “Go” button. This will open the Service Ending page.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Child
Child: Flinstone, Zeke (9226011) Case Name: Flinstone, Wilma (9222726) Request Number:

Service **Provider** **ICWA**

Placement Information

County: Milwaukee

Removed From Home: 10/05/2012

Placement Begin: 02/27/2014

Placement End: 00/00/0000

VPA/VILA Effective: 00/00/0000

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☒ After Hours Placement

☒ Child is an American Indian child as defined by statute.

Service Category: Foster Care

Service Type: Foster Home (Level 2+)

Placement Setting: Treatment Foster Home - Non-Relative

Child's Level of Need:
Provider's Level of Care: 3

Child Specific Costs: N/A

Current Basic Costs: \$410.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$410.00

Child Removal From Home Information

Options: **Go** **Save** **Close**

Actions

- Approval
- Non-Conforming Reasons
- Placement Ending
- (Re)generate Payment

Text

Text

100%

6. Enter in the date you want to record as the end of the placement.

Note: The placement dates should reflect the nights the child slept at the provider (providers get paid based on the logic that “overnight gets the money”).

As an example: If you moved the child from the provider’s home on January 24, 2015, you would end the placement on January 23, 2015, as this was the last night the child slept in the provider’s home.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 00/00/0000

Ending Purpose: [dropdown]

End Reason: [dropdown]

Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☐ No ☐ N/A

Discharge Reason: [dropdown]

Options: [dropdown] **Go** **Save** **Close**

7. Select the purpose for ending the placement from the drop-down list provided in the Ending Purpose field.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending
End Date: 01/23/2015
Ending Purpose:
End Reason:
Is the End of This Child Placement a Discharge from All Placements?
Discharge Reason:
Administrative Change within Plcmt Epsd
Agency Transfer within Placement Episode
Discharge from Placement Episode
Placement Change within Plcmt Episode

Options: Go Save Close

8. Select the reason for the ending of the placement from the drop-down list provided in the End Reason field. The “End Reason” field filters based on the Ending Purpose that is chosen.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending
End Date: 01/23/2015
Ending Purpose: Placement Change within Plcmt Episode
End Reason:
Is the End of This Child Placement a Discharge from All Placements?
Discharge Reason:
Adoption Disruption
Agency Requested Change
Child Committed to Other State Inst.
Child in Correctional Fac. w/ Aftercare
Child Placed in Detention
Child Requested Change
Missing From OHC - Not Closing Case
Parent/Relative/Guardian Requested Chnge
Provider No Longer Licensed
Provider Requested Change
Trial Reunification

Options: Go Save

9. Depending on the value selected for the Ending Purpose, you may be required to select a Discharge Reason.

Selecting “Placement Change within Plcmt Episode” as in the example above will not require you to select a discharge reason, as it is presumed the child will be entering another placement; therefore, the child is not being “discharged” from all placements.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 01/23/2015

Ending Purpose: Discharge from Placement Episode

End Reason: Reunification w/ Parent(s)/Primary Ctrkr

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

Discharge Reason: Reunification w/ Parent(s)/Primary Ctrkr

Options: Go

To support Federal National Child Abuse and Neglect Data System (NCANDS) reporting, a Death Date field has been added to the Placement/Service Ending page. The field will dynamically display if a death is indicated on the page but will not be required. If a Death Date has already been entered on Person Management, the date will pre-fill to the page. If the Death Date is added or changed on the page then the Death Date field on Person Management will be updated after the Placement/Service ending has been approved. The Death Date field will always remain editable on Person Management but will freeze and will not be editable from the Placement/Service ending Page.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 01/23/2015

Ending Purpose: Discharge from Placement Episode

End Reason: Death of Child

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

Discharge Reason: Death Of Child

Death Date: 00/00/0000

Options: [Dropdown] Go Save Close

10. On the Service Ending page, select “Approval” from the Options drop-down. Click the “Go” button. This will open the Approval History page where you can complete the approval process for the ending of the placement.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

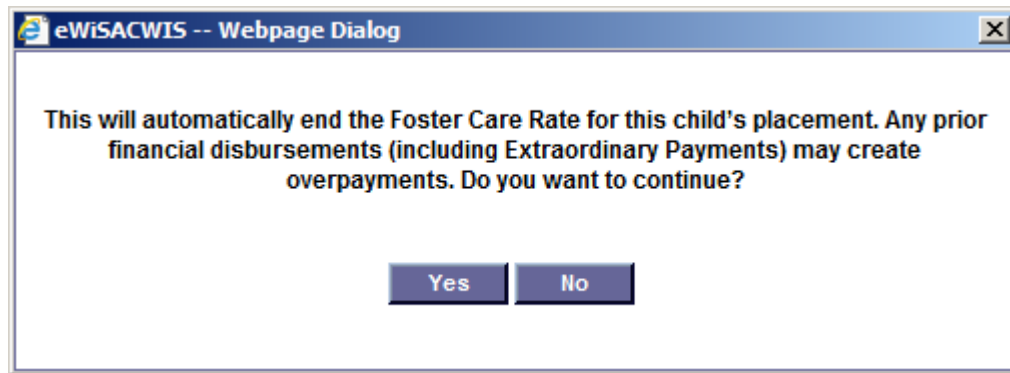
Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending
End Date: 01/23/2015
Ending Purpose: Placement Change within Plcmt Episode
End Reason: Agency Requested Change
Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☐ No ☐ N/A
Discharge Reason:

Options: **Go** **Save** **Close**

Actions
Approval
Text
Text

11. When ending the placement, the system will check to see if there is an open foster care rate attached to the placement. If there is an open foster care rate, you will receive the following informational message:



Clicking Yes to this message will allow the system to auto end the foster care rate with the same date as the placement is ending. Clicking No will stop the placement ending process and will allow you to make further edits either to the placement or to the foster care rate before proceeding.

12. The screen shot below shows what the Out of Home Placement and Foster Care Rate will look like on the outliner after final approval of the Placement End.

eWiSACWIS Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

[Flinstone, Wilma \(9222726\)](#) [Actions](#)

Juvenile Justice 02/22/2011 Corn, Conn C., Jr. Milwaukee-Site 5 123 Stoneview Rd. , Dallas, WI 54733

Active Participants

[Flinstone, Fred \(9226009\)\(None\)](#) M Present Spouse 05/05/1974 None [Actions](#)

[Flinstone, Pebbles \(9226010\)\(JJ\)](#) F Biological Child 05/03/2005 None [Actions](#)

[Flinstone, Wilma \(9226008\)\(None\)](#) F Reference Person 04/01/1977 None [Actions](#)

[Flinstone, Zeke \(9226011\)\(JJ\)](#) M Biological Child 05/05/2006 None [Actions](#)

Assets and Income

Assignment

Eligibility

Placements

Closed Placements

[Out of Home Placement - Foster Home \(Level 2+\)](#)

02/27/2014 01/23/2015 McGwire, Sally Flinstone, Zeke Milwaukee Agency Requested Change Closed

[CANS Out of Home 09/14/2014 Flinstone, Zeke Approved](#)

[CANS Out of Home 03/15/2014 Flinstone, Zeke Approved](#)

[Foster Care Rate \\$834.00](#)

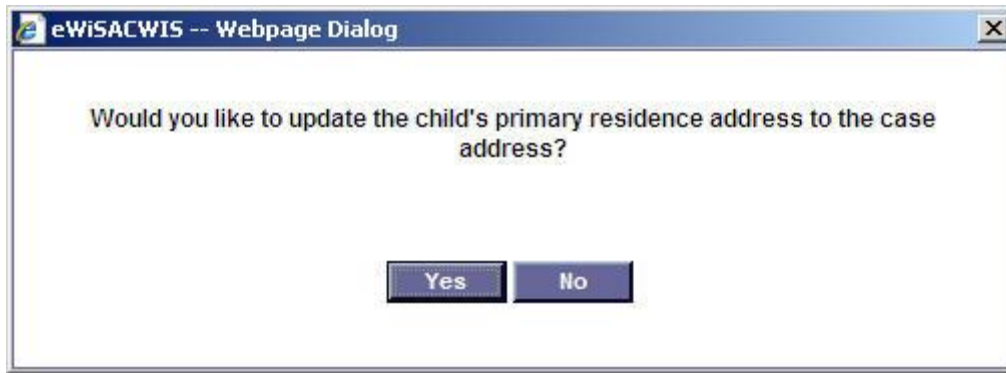
09/14/2014 01/23/2015 Flinstone, Zeke Placement Ended Closed

[Foster Care Rate \\$934.00](#)

02/27/2014 09/13/2014 Flinstone, Zeke New CANS Closed

13. If the Placement End is a discharge from all placements then you will also be prompted with the message below. If the you click Yes, then the system will end the child's current Primary Residence address as of the ending of the Out of Home Placement, and will create a new Primary Residence address based on the child's original Case or "home" address.

Note: If the child is moving from one provider's home to another provider's home then the system will end the existing address record and record a new address record reflective of where the child will be in care.



The image below illustrates a sample of what the address change might look like on a child that was reunified.

A screenshot of the eWiSACWIS web application interface. The top navigation bar is purple with the text "eWiSACWIS". Below it is a tabbed interface with tabs labeled "Basic", "Parent Info", "Additional", "Address", and "Education". The "Address" tab is selected. Under the "Address" tab, there is a checkbox labeled "View All Addresses". Below this, there is a list of addresses. The first address is highlighted with a red oval and contains the text "Primary Residence 02/01/2010 - Present" followed by "Edit" and "Delete" links. The address details are "2645 N. Bronto Lane", "Bedrock, WI 54678 United States", and "Home (555)555-5555". The second address is also highlighted with a red oval and contains the text "Primary Residence 01/01/2010 - 01/31/2010" followed by "Edit" and "Delete" links. The address details are "1111 South Boom Boom Drive", "Bedrock, WI 56798 United States", and "Home (555)555-5555". The third address is not highlighted and contains the text "Primary Residence 04/20/2009 - 12/31/2009" followed by "Edit" and "Delete" links. The address details are "2645 N. Bronto Lane", "Bedrock, WI 54678 United States", and "Home (555)555-5555". At the bottom right of the address list, there is an "Insert" button. At the bottom left, there is an "Options:" label followed by a dropdown menu and a "Go" button. At the bottom right, there are "Save" and "Close" buttons.

14. If it was decided that an error was made after the Placement has been ended, you can utilize the “Made in Error” option on the Out of Home Placement page. Go to Options, select Made in Error, and select Go.

Note: An approval level of 2 is needed in order to see this option.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Flinstone, Zeke (9226011) Case Name: Flinstone, Wilma (9222726) Request Number:

Service Provider ICWA

Placement Information

County: Milwaukee

Service Category: Foster Care

Removed From Home: 10/05/2012

Service Type: Foster Home (Level 2+)

Placement Begin: 02/27/2014

Placement Setting: Treatment Foster Home - Non-Relative

Placement End: 01/23/2015

Child's Level of Need:

Provider's Level of Care: 3

VPA/VTILA Effective: 00/00/0000

Child Specific Costs: N/A

Historic Basic Rate: \$410.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: N / A

Removal Reasons

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options: **Made in Error**

Go Save Close

15. Selecting Yes, will set the Placement, CANS, and Foster Care Rate to made in error. To still view these pieces of work, select the View Not Approved/Canceled checkbox on your desktop.

eWiSACWIS -- Webpage Dialog

The placement end date will be set to the placement begin date. Rate settings will be ended for the reason of Made in Error. Overpayments will be generated. Please immediately adjust all Overpayments that are not legitimate. Extraordinary Payment Requests will also be Made in Error. Do you want to continue?

Yes No

There are a number of notices that are available for use under the Options drop-down of the Provider tab.

The screenshot shows the eWiSACWIS web application in a Windows Internet Explorer browser. The page is titled "Out of Home Placement - Windows Internet Explorer" and "eWiSACWIS". The "Child" tab is selected, showing details for "Flinstone, Pebbles (9226010)" and "Case Name: Flinstone, Wilma (9222726)". The "Provider" tab is also visible. The "Provider Information" section includes fields for Name (Sally McGwire), Contact, Actual Name of Default/Historical Provider, C/O (Shaquille O'Neal), Street (111 Clint Black Street), City (Milwaukee), Phone (708)258-1236, Ext, Fax, Email, Apt (12), State (WI), Zip (53295), Country, Alt Phone, and Alt Ext. The "Payment Information" section includes Parent Agency (Sally McGwire), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), and a checkbox for "Override Parent Agency rule". The "School District Information" section includes Provider's School District Code (Milwaukee - 3619). The "Kinship Care" section includes Relationship of Child to Kinship Provider. The "Options" drop-down menu is open, showing a list of actions and notices. The "Actions" section includes "Suicide in Out of Home Care". The "Notices" section includes "30 Days Notice to Foster Parents", "Denial of Kinship Care Payment and Appeal Rights", "ICWA Notification Letter", "Kinship Child Support Notice", "Notice of Change of Placement-CFS-2079", "Notification of Emergency Removal From FH Child in Home 6 Months+", "Notification of Emergency Removal From FH Child in Home Under 6 Months", "Objection Notice-CFS-2129", "Placement Difficulties and Disruption", and "Referral to Out of Home Care Child Characteristics/Needs". The "Options" drop-down menu is open, showing a list of actions and notices. The "Actions" section includes "Suicide in Out of Home Care". The "Notices" section includes "30 Days Notice to Foster Parents", "Denial of Kinship Care Payment and Appeal Rights", "ICWA Notification Letter", "Kinship Child Support Notice", "Notice of Change of Placement-CFS-2079", "Notification of Emergency Removal From FH Child in Home 6 Months+", "Notification of Emergency Removal From FH Child in Home Under 6 Months", "Objection Notice-CFS-2129", "Placement Difficulties and Disruption", and "Referral to Out of Home Care Child Characteristics/Needs".

Child: Flinstone, Pebbles (9226010) Case Name: Flinstone, Wilma (9222726) Request Number:

Service Provider

Provider Information

Name: Sally McGwire (20193) Search

Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O: Shaquille O'Neal

Street: 111 Clint Black Street 2500 South

City: Milwaukee

Phone: (708)258-1236 Ext: Fax:

Email:

Apt: 12

State: WI Zip: 53295 Country:

Alt Phone: Alt Ext:

Payment Information

Parent Agency: Sally McGwire (20193)

Target Pop: CHIPS - Abuse and Neglect (NYA - 61) Details

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

School District Information

Provider's School District Code: Milwaukee - 3619

Kinship Care

Relationship of Child to Kinship Provider:

Options: Go

Save Close

Done Text

local intranet | Protected Mode: Off 100%

16. The "Suicide in Out of Home Care" is an action that is available under the Options drop-down. Select the "Suicide in Out of Home Care" option and click 'Go' to launch the Serious Incident Notification page, when appropriate. This page is only used in the instance of a suicide in the Out of Home Placement episode. See the [Serious Incident \(Act 78\)](#) Quick Reference Guide for more details.